

EDITED TASK LISTING

CLASS: ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Utilizing reports, laws, accounting principles, and manuals, consults, advises and instructs agency officials on accounting and fiscal problems to ensure compliance with rules, laws and regulations under the general direction of manager/supervisor.
2.	Analyzes budgetary requirements and makes recommendations to program managers on their appropriateness utilizing reports and regulations under the general direction of manager/supervisor.
3.	Analyzes the application of data processing resources (e.g., software, systems, hardware, etc.) to ensure the best resources are utilized for the specific operations under the general direction of manager/supervisor.
4.	Analyzes work flow and organization of accounting processes to ensure efficient processing and utilization of resources using duty statements, organization charts, office procedures and manuals (e.g., State Administrative Manual, Departmental Operations Manual, Uniform Code Manual, etc.) under the general direction of manager/supervisor.
5.	Interview and consult with departmental officials and officers of outside agencies to analyze and interpret complex regulations to ensure compliance, write procedures, policies, and/or instructions for inmates, programs, management, staff, and/or public under the general direction of manager/supervisor.
6.	Performs account reconciliation and provides general fiscal support for programs to ensure sound fiscal operations utilizing bank statements, accounting reports and/or departmental budget under the general direction of manager/supervisor.
7.	Using federal grant documentation and federal regulations, interview and consult with departmental officials and officers of outside agencies to ensure expenditures comply with accounting and auditing requirements for the federal government under the general direction of manager/supervisor.

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8.	Using accounting reports, State Controllers Office reports, and program budgets, develop and maintain cash flow projections for programs to ensure fund availability to meet program needs under the general direction of manager/supervisor.
9.	Develop, design, implement and maintain the fiscal reporting systems for recording accounting activity, reporting fiscal data, reconciling accounts and providing services to programs utilizing system and accounting manuals, laws, rules and regulations, and department structures (e.g., organization charts, etc.) and interviews and consultations with departmental officials and officers of outside agencies under the general direction of manager/supervisor.
10.	Interview and consult with departmental officials and officers of outside agencies to evaluate existing and proposed financial organization, policies and procedures to ensure compliance with new laws, rules and regulations, and control agency correspondence under the general direction of manager/supervisor.
11.	Liaison between Institutions Accounting Offices, Regional Accounting Offices, Department of Finance, State Controllers Office, State Treasurers Office, Department of Personnel Administration and/or other departmental offices to provide general fiscal assistance to staff to assure accurate and timely reporting of financial information and to resolve audit protocol and monitoring issues utilizing manuals, departmental policies and procedures, rules, laws and regulations under the general direction of manager/supervisor.
12.	Participate in the team assignment to monitor, test and assess the automated financial systems of the department utilizing manuals, laws, rules and regulations, and accounting principles to ensure ongoing compliance with sound accounting practices under the general direction of the manager/supervisor.
13.	Initiates and/or responds to correspondence from/to inmates/parolees, attorneys, other state agencies, public, institutions and other internal entities utilizing department standards, policies and procedures, laws, rules, and regulations under the general direction of the manager/supervisor.

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14.	Prepares analysis, reports, issue papers, Administrative Bulletins, Information Bulletins, FSR-Feasibility Study Report, PIER-Post Implementation Evaluation Report and budget documents (e.g., Budget Change Suggestion, Budget Change Proposal, etc.) with recommendations based on studies and surveys going to management, control agencies, and/or programs under the general direction of the manager/supervisor.
15.	Research, write, and maintain accounting procedure manuals, guidelines, and desk procedures to provide instruction to accounting staff on procedures and systems utilizing laws, rules, and regulations, accounting principles, and manuals (e.g., State Administrative Manual, Departmental Operations Manual, Uniforms Codes Manual, etc.) under the general direction of the manager/supervisor.
16.	Prepare and provide training to accounting staff, other departmental staff, and/or outside entities on procedures and systems utilizing laws, rules, and regulations, accounting principles, and manuals (e.g., State Administrative Manual, Departmental Operations Manual, Uniforms Code Manual, etc.) to ensure consistency, standardization and compliance under the general direction of the manager/supervisor.
17.	Research and analyze new and proposed fiscal legislation in order to revise accounting procedures and/or advise management regarding fiscal impact to the department under the general direction of the manager/supervisor and Legislative Liaison Office.
18.	Draft proposed fiscal legislation, regulatory changes, Departmental Operations Manual revisions to implement changes utilizing staff knowledge and recommendations to improve overall fiscal management and departmental procedures under the general direction of the manager/supervisor.